

SECRET*Records Mgt. 1-2
Plans & Objectives*OBJECTIVES FOR RECORDS MANAGEMENTCALENDAR 1958*Submitted to**March*

25X1

1. FILING SYSTEMS PROGRAM*1958.*

- a. Subject-Numeric Systems - Finish installing the remaining 55% of potential subject-numeric administrative files (160 completed out of 365). Apply this filing principle to the yet unknown potential in the analyst and substantive intelligence field.
- b. Shelf Filing Systems - Finish six studies underway and begin an estimated ten more. These 16 will be added to the five already done.

2. FILING EQUIPMENT REVIEW PROGRAM

- a. Use of Headquarters Safe-Type Equipment - Appraise the use of safe-type filing equipment to secure better utilization, greater capacity, and the substitution of non-safe and other alternate equipment, with the objective of reducing by 25% the total volume of 10,000 pieces of safe-type equipment in use.

3. RECORDS DISPOSITION PROGRAM

- a. Records Control Schedules - Audit 17 records control schedules.

25X1 b. Overseas Program. Undertake a records disposition schedule project

4. CORRESPONDENCE MANAGEMENT PROGRAM

- a. Form Letters - Finish a study of all OCR form letters.
- b. Speed Memo - Complete a study to determine the feasibility of using throughout headquarters a memorandum format, printed on MGT paper, for transmittal in a window envelope.

5. REPORTS MANAGEMENT PROGRAM

- a. Handbook - Complete and issue a handbook on the Agency Reports Management Program.

6. FORMS MANAGEMENT PROGRAM

- a. Forms Surveys - Complete forms surveys in Printing Services Division, OO>Contact Division, and the Office of Training.

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- b. Information Reporting Forms and Systems - Complete the refinement of Agency intelligence information reporting systems in DD/P and DD/I.

7. PROGRAM PROMOTION

- a. "Support Bulletin" Articles - Prepare five articles, one on correspondence management, one on the Vital Materials Program, and three on how records management can relieve the space problem. *(4)*
- b. Pamphlets, Fliers, Posters - Prepare a flier and a poster on saving safe space. Issue pamphlets on shelf filing, and cutting correspondence costs with form and guide letters.
- c. Support Services Exhibits - Feature shelf filing, subject-numeric filing, and specialty card filing equipment at three of the exhibits.
- d. Area Records Officer Meetings - Hold four meetings, tentatively scheduled in March, June, September and December.

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